

**1 AUGUST 2002**

**Operations**

**ALERT NOTIFICATION PROCEDURES**



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This instruction implements AFPD10-2, **Readiness**. It establishes command procedures for the design, use and implementation of alert notification procedures for all units assigned to Air Force Space Command (AFSPC), in support of **(S) Alert System of the CJCS, MCM 151-92 (U)** and **(S) Emergency Action Procedures of the CSAF (U)**. This instruction applies to all forces under the administrative control of the Commander, AFSPC. That includes active duty military, Air Force Reserve, Air National Guard and civilian personnel including, geographically separated units and supporting activities. NAFs and Wings may supplement this instruction to establish specific procedures or requirements. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 5 U.S.C. § 552a System of records notice applies. This instruction does apply to Air Force Reserve Command and Air National Guard units supporting Air Force Space Command.

**SUMMARY OF REVISIONS**

This revision has been extensively revised and a thorough review of this instruction is required. A bar ( | ) denotes revisions from previous edition. This publication now includes specific recall responsibilities for Air Force Reserve, Air National Guard and Security Forces Personnel. It also includes additional Privacy Act Information and minor administrative changes.

**1. General.** National emergencies or other contingencies require HQ AFSPC the capability to notify personnel or recall them to their place of duty. Ensure notifications/recalls are as covert as possible to deny a potential enemy useful information and to avoid public speculation or alarm. This instruction establishes the requirement for all AFSPC organizations to produce recall rosters to facilitate timely notification/recall of personnel. *Depending on the situation, certain personnel may be excused from the recall, as determined by specific governing directives or the senior officer in charge.* HQ AFSPC Command and Control Division (DOC) is responsible for overall management of the notification/recall system.

**2. Definitions:**

2.1. **Alert Crew Rest.** Consider personnel on crew rest if they are the on-coming or off-going shift.

2.1.1. **Off-going Crews.** For crews working 8-hour shifts, the first 8 hours after the shift is considered crew rest. For crews working 12-hour shifts, the first 12 hours after the shift is considered crew rest.

2.1.2. **Incoming Crews .** For crews working 8-hour shifts, the first 8 hours before the shift is considered crew rest. For crews working 12-hour shifts, the first 12 hours before the shift is considered crew rest.

2.1.3. At all other times, personnel are "off" and subject to recall.

2.1.4. Crew rest is waived and all personnel must respond if there is a national emergency recall. Supervisors will recall non-alert shift workers based on mission need and impact.

## 2.2. Subordinate Units:

2.2.1. **Individual Mobilization Augmentee (IMA).** A member of the ready reserves who is designated to relieve an active duty member, for deployment or when the seriousness of the contingency warrants their use in place of an active duty member. IMAs are subject to recall according to their current duty status.

2.2.2. **Air National Guard (ANG) .** The ANG has units comprised of full time employees and Drill Status Guardsmen (DSG). DSG normally work in the civilian sector and are called to duty during surge operations or declaration of war. Typically, guard units will exercise a telephone recall and will not require their DSG or their Civil Service Technicians to physically report for duty unless the unit has been federalized. DSG and Civil Service Technicians are subject to recall according to their duty status. ANG units will develop recall procedures in coordination with their HHQs that will account for and accommodate the schedules of DSGs and Civil Service Technicians.

2.2.3. **Air force Reserve Associate Units (AU).** AU have members comprised of full-time employees, Active Guard Reserve (AGR) or Air Reserve Technician (ART), and traditional reservist (TR). TRs normally work in the civilian sector and are called to active duty during times of increased ops tempo and national emergencies. Typically reserve units will exercise a telephone recall and not require their TRs to report for duty until the unit has been mobilized. TRs are subject to recall according to their duty status. AFR units will develop recall procedures in coordination with their HHQs and their active duty associate units that will account for and accommodate the schedules of the TRs. Reserve units may be recalled as a whole or in parts depending on missions needs.

2.2.4. **Air Force Reserve Unit Equipped Units (UE).** UE have members comprised of full-time employees, Active Guard Reserve (AGR) or Air Reserve Technician (ART), and traditional reservist (TR). TRs normally work in the civilian sector and are called to active duty during times of increases ops temp and national emergencies. Typically reserve units will exercise a telephone recall and not require their TRs to report for duty unless the unit has been mobilized. TRs are subject to recall according to their duty status. AFR units will develop recall procedures in coordination with their administrative and operational HHQs that will account for and accommodate the schedules of the TRs. Reserve units may be recalled as a whole or in parts depending on mission needs.

2.3. **Mission Essential Federal Employees (MEFE).** Those civilians identified (by local authority) as essential for the accomplishment of the AFSPC mission during contingencies or emergencies.

2.4. **Covert Recall.** Recalls personnel as quickly as possible without public notice and minimizes action, which might alarm the general public. The telephone is normally used. If the telephone system is out or an individual does not have a telephone, person-to-person contact is required.

2.5. **Overt Recall.** Recall personnel using the fastest means available. Telephone and public media (radio and television) are authorized for use.

2.6. **Scope of Recall:**

2.6.1. **Command-Wide .** Used by the AFSPC Commander to recall all personnel for either exercise or actual situations. It is initiated by the Commander or designated alternate.

2.6.2. **Selective.** Used when a specific situation requires the recall of certain personnel, such as a Crisis Action Team (CAT). The senior officer responsible for handling the crisis initiates recall.

2.6.3. **Organizational.** Initiated by the commander of an organization to recall that organization's personnel for a specific reason.

2.7. **Types of Recall and Notification:**

2.7.1. **Tests .** Used to assess the effectiveness of an organization's telephone recall procedures.

2.7.1.1. The recall roster is completed in its entirety by telephone and the last person contacted in each column notes the time of their notification and completes the chain by calling the unit commander.

2.7.1.2. The latest time reported determines the "total time" for the recall.

2.7.1.3. **All** assigned personnel, including IMAs in duty status, will be contacted. Reserve units will contact all assigned personnel regardless of duty status.

2.7.1.4. Personnel are not required to report for duty.

2.7.1.5. The following is suggested for a Test Recall: "This is (rank, name, and title). This is a test of the (unit or organization's) telephone recall. Complete required notifications. This is only a test. Do **NOT** report for duty." (Repeat as required.)

2.7.2. **Notification Advisory.** Used to notify personnel of an actual or imminent situation, (e.g. severe weather) when they must be notified of early release, delayed reporting or other directed actions other than recall.

2.7.2.1. Only personnel available for duty are contacted. Do **NOT** contact IMAs unless they are in duty status. Do **NOT** contact personnel on leave or temporary duty. ANG units will contact DSG and Civil Service Technicians as determined by local policy. Reserve units will contact personnel in active status.

2.7.2.2. The following is suggested for a Notification Advisory: "This is (name, rank, and title). This is notification for (state reason). You are to (give instructions as required). Complete your required notifications." (Repeat as required.)

2.7.3. **Actual and Exercise Recall.** Used to direct personnel to report for duty during real world or exercises situations. The nature of the situation and higher headquarters' direction determines

the personnel who will be recalled. It is paramount that individuals respond in an expeditious and safe manner. Personnel report in the appropriate duty uniform.

2.7.3.1. During exercises, all personnel in duty status will normally be required to report for duty. Personnel in non-duty status (leave, temporary duty, non-duty IMAs) are contacted as required and will report for duty if directed to do so. IMAs are required to report only when in duty status. ANG units will contact DSG and Civil Service Technicians as determined by local policy. Unit reservists will be recalled if in active status.

2.7.3.2. The following is an example of an Actual or Exercise Recall: "This is (name, rank, and title). This is an Actual/Exercise recall (whichever applies). Complete your notifications and report for duty immediately. Do **NOT** delay reporting for any reason." (Repeat as required.)

2.8. **Recall Reference Time.** Recall Reference Time will be the time the commander of the organization directs initiation of the recall. Recall Reference Time is used to determine the time required to complete recall actions.

2.9. **Telephone Standby.** Personnel are immediately available to receive information or instructions by telephone, hand-held radio, or pager. Personnel must stay by their home telephone or have an operable hand-held radio/pager/cellular telephone in their possession.

**NOTE:** If personnel leave their home while telephone standby procedures are in effect, it is their responsibility to inform their supervisor and/or work center of how they may be contacted.

### 3. Requirements. Recall rosters:

3.1. **Mandatory Markings.** Mark rosters "**FOR OFFICIAL USE ONLY**," show an "as of" date, and identify the organization's recall roster POC.

3.2. **Required Instructions.** Provide all necessary recall instructions. As a minimum included the following "Instructions for Use."

3.2.1. **Notification Processes .** Actions when primary contact cannot be made; provisions for reporting when required actions and notifications are complete; what to do when the telephone is inoperative or individual is otherwise unavailable.

3.3. **Personnel Listings.** Include military and civilian personnel. Identify individual mobilization augmentees (IMA), unit reservists, mission essential federal employees (MEFE), DSG, and Civil Service Technicians (DSG and Civil Service Technicians will be added as determined by local policy). List personnel by rank, name, duty phone, and home phone. It is recommended that addresses be included to facilitate "communications-out" notification procedures. Directors and key personnel may be identified by duty title.

### 3.4. Information Protection:

3.4.1. Recall rosters must contain the following paragraph: "This roster is subject to the "Privacy Act of 1974," 5 U.S.C. § 552a. Personal privacy information regarding government employees and members of the Armed Forces is protected, as implemented by AFI 33-332, Air Force Privacy Act Program. Information is being collected to allow for alert notifications procedures and is for official intra-governmental use only."

3.4.2. Unlisted phone numbers must be identified with an asterisk (\*). Release of unlisted numbers is **NOT** authorized without permission of the individual.

### 3.5. Recommended Recall Roster Methods:

3.5.1. **Line Method.** Personnel are listed sequentially in either a vertical or horizontal line diagram. This method is used when a small number of personnel must be recalled.

3.5.2. **Pyramid Method.** Each person will call multiple individuals who will, in turn, call others. This method is used in organizations with large numbers of personnel.

3.5.3. **Combination Method.** A technique using both line and pyramid methods is appropriate in large organizations with several subordinate groups. **Example:** An organization with several divisions could begin a recall by using the line method to notify several key senior individuals who in turn notify subordinates using the pyramid method.

## 4. Responsibilities:

### 4.1. AFSPC Organizations:

4.1.1. Review rosters monthly and generate new rosters as necessary.

4.1.2. Dispose of obsolete rosters in such a manner to prevent the unauthorized release of personal information.

4.1.3. Provide each listed person a copy of the roster.

4.1.4. Comply with AFI 10-205 and AFSPC supplement, "*Availability of Key Personnel*."

4.1.5. **For Security Forces Personnel.** Security Forces (SF) units will compile and maintain recall information for Resources Augmentation Duty (READY) personnel assigned to support SF operations during crisis or exercises. READY augmenters will be contacted for recall purposes only when they are performing duties with the SF unit.

4.1.6. **Air National Guard Personnel.** ANG units and personnel will ensure that DSG and Civil Service Technicians are identified. DSG and Civil Service Technicians will be contacted for recall purposes as determined by local policy.

4.1.7. **Air Force Reserve Units .** AFR units and personnel will ensure the TRs and ARTs are identified. TRs and ARTs will be contacted for recall purposes as determined by local policy.

### 4.2. Each individual (including IMAs and MEFs) will:

4.2.1. Ensure personal information is current on recall rosters and keep latest recall roster readily available at all times.

4.2.2. Contact personnel as specified on the recall roster immediately upon notification.

4.2.2.1. When using a recall roster, ***you must talk to the individual!*** Leaving a message with another person or on an answering machine/voice mail does **NOT** constitute contact with that person.

4.2.2.2. When unable to contact an individual within five minutes, go to the next person(s) on the roster and continue the recall process. Do **NOT** delay notification or reporting but ensure contact is made at the earliest opportunity.

4.2.3. Report to their duty location in the appropriate uniform. Do **NOT** delay for personal grooming, meals, etc.

4.2.4. Note the time of notification.

## 5. Command Wide Recall:

5.1. **General**. Establish command-wide recall procedures for both exercise and real-world situations. Up-channel reporting procedures are used to allow the Numbered Air Force (NAF), or appropriate centers to track personnel strengths and ensure follow-up notification as required.

5.2. **Procedures**. The following procedures are employed when a command-wide recall is implemented.

5.2.1. Recall Initiation. When notified by competent authority, the Air Force Space Command Command Center (AFSPCCC) initiates a Command-wide recall. The AFSPCCC will notify 14th AF, 20th AF, the Space Warfare Center and the Space Missile Center (Los Angeles AFB,) who in turn will notify their respective subordinate units.

5.2.2. Up-channel Reporting Procedures. Each wing/group will establish a reporting center for personnel to report to, or contact, for data collection purposes. Reporting centers up-channel manning data as specified in paragraph 5.3. below, in addition to tracking unit manning levels.

5.3. **Reporting Centers**. Reporting centers will up-channel recall manning information to the appropriate NAF, as directed by the NAF. NAFs are responsible for providing guidance on up-channel reporting procedures. HQ AFSPC/DP will request manning information from the NAFs as required.

5.3.1. Wings/Units. Develop procedures to track progress of their recall and contact personnel missed during the recall. Ensure DSG and Civil Service Technicians are identified and appropriately accounted for in recall procedures.

## 5.4. Release From Recall:

5.4.1. Release from command wide recalls is initiated by the AFSPC Commander or designated alternate.

5.4.2. Release announcement is accomplished in the same manner as recall initiation. The AFSPCCC, using the following wording; "Recall is terminated. Personnel are released to their normal duties", will notify 14th AF, 20th AF, Space Warfare Center and Space Missile Center (Los Angeles AFB/CP) who in turn will notify their respective subordinate units.

## 6. Organizational Recalls:

6.1. **Recall Initiation**. The commander or senior officer of an organization initiates the recall according to the organization's recall roster.

6.1.1. The organization's reporting center reports results of the recall to the commander or senior officer of the organization.

6.2. **Responsibilities**. Responsibilities for an organization's reporting centers are the same as those for a command-wide recall, except they will not up-channel above the organization level.

## 6.3. Release From Recall:

6.3.1. The commander or senior officer initiates release from recall.

6.3.2. Release is accomplished by using the organization's recall roster. Release from recall wording is the same as for a command-wide release from recall.

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